



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
WASHINGTON, DC 20350-2000

IN REPLY REFER TO

5520
Ser 09N2/OU532532
OCT 24 2000

From: Chief of Naval Operations

Subj: COMMAND PERSONNEL SECURITY RECORD

Ref: (a) NAVADMIN 229/00 Elimination of the Officer Field
Service Record
(b) SECNAVINST 5510.30A
(c) SECNAVINST 5510.35

1. Reference (a) eliminated maintenance of the Officer Field Service Record (OFSR) and provided guidance on disposition of the information contained in the OFSR. Reference (a) directed that personnel security documents, security clearance information, Personnel Reliability Program forms, letters and other information required by references (b) and (c), be filed in the commands personnel security record.

2. To insure that this essential information is available to gaining commands upon transfer of an officer, losing commands will provide to each officer upon transfer, their security records, to be handcarried and presented to the gaining command security office.

3. The CNO (09N2) point of contact for this matter is Mrs. Paula Gage at email: pgage@ncis.navy.mil, DSN 288-8853 or (202) 433-8853.

M. F. BROWN
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